



Indiana Housing & Community Development Authority

**MINUTES AND MEMORANDA OF A MEETING  
OF  
THE BOARD OF DIRECTORS OF  
INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

Held: September 22, 2016

A regular meeting of the Board of Directors of the Indiana Housing and Community Development Authority ("IHCDA" or "Authority") was held September 22, 2016 at 10:00 a.m. at 30 South Meridian Street, Suite 1000, Indianapolis, Indiana 46204.

The following individuals were present at the meeting: Mark Wuellner (Lieutenant Governor delegate), Cullen Cochran (Public Finance Director of the State of Indiana delegate), Kelly Mitchell (Treasurer of the State of Indiana), Scenario Adebesein, Andy Place, Sr., Jacob Sipe (Executive Director for IHCDA), members of the staff of the Authority, and the general public. Tom McGowan and David Miller were not present.

Mark Wuellner served as Chair of the meeting, and upon noting the presence of a quorum, called the meeting to order. Sondra Craig served as Secretary.

**I. Approval of Minutes**

**A. Meeting Minutes**

A motion was made by Scenario Adebesein to approve the August 25, 2016 Meeting Minutes, which was seconded by Andy Place; the following Resolution was unanimously approved:

**RESOLVED**, the Minutes of the Board meeting held August 25, 2016 are hereby approved to be placed in the Minute Book of the Authority.

**II. Real Estate**

**A. Bond Volume/4% Credits – Evergreen Village at Bloomington**

Chairman Wuellner recognized Peter Nelson who presented a recommendation regarding Bond Volume/4% Credits – Evergreen Village at Bloomington.

**Background**

IHCDA is empowered to act as the housing credit agency for the State to administer, operate, and manage the allocation of the Internal Revenue Service Section 42 low-income housing tax credit (LIHTC) program. The purpose of the LIHTC is to provide an incentive for private developers and investors to provide more affordable rental housing. This may be accomplished by new construction and rehabilitation of existing structures.

**Process**

On January 1, 2016, IHCDA began the 2016A-B bond round for multi-family bond volume. The 14<sup>th</sup> application received and reviewed represented a total development cost of \$22,607,727 with \$17,232,164 in bond volume and \$563,325 in LIHTCs annually for 10 years to create 115 units of affordable housing.

Evergreen Partners III LLC is proposing the new construction of 115 studio and one bedroom units for seniors with the option of assisted living services in Bloomington. The project is located in the southeast area of Bloomington near childcare and healthcare facilities. The location is adjacent to a bus stop and the management company will provide the tenants with transportation to access local amenities. Onsite amenities will include community rooms, laundry facilities, a library with a computer center, an exercise room, and clinic rooms.

During the round, the Real Estate Department staff reviewed the application to ensure it met the criteria set forth in the 2016-2017 Qualified Allocation Plan. Additionally, on September 9, 2016 the applicant was given an opportunity to present the development to members of the Executive Committee and the Real Estate Department.

Following discussion, a motion was made by Kelly Mitchell to approve awarding \$17,232,164 in bond volume and \$563,325 in annual LIHTC to Evergreen Partners III LLC for Evergreen Village at Bloomington according to the terms of the 2016A-B Application Round, as recommended by staff, which was seconded by Cullen Cochran; the motion passed unanimously:

**RESOLVED**, that the Board approve awarding \$17,232,164 in bond volume and \$563,325 in annual LIHTC to Evergreen Partners III LLC for Evergreen Village at Bloomington according to the terms of the 2016A-B Application Round, as recommended by staff.

**B. City of Richmond Owner Occupied Repair Stellar Community Project**

Chairman Wuellner recognized Samantha Spergel who presented a recommendation regarding City of Richmond Owner Occupied Repair Stellar Community Project.

**Process**

Community Development Blocked Grant (CDBG) funds in the amount of \$100,000, earmarked for Owner Occupied Rehabilitation Projects, was de-obligated and returned to IHCDA. This funding was from a 2014 CDBG Allocation from the Office of Community and Rural Affairs (OCRA). Under the agreement with OCRA, these funds must be drawn down by April 20, 2017.

**Project Summary**

The City of Richmond, a 2013 Stellar Community, is requesting a CDBG grant in the amount of \$100,000 to assist four homeowners with owner-occupied rehabilitation. All beneficiaries will be at or below 80% of area median income.

The City was initially awarded \$450,000 in CDBG-D funds on January 28, 2016 as part of its Stellar Community designation. To date, Richmond has met or exceeded its benchmarks. In addition, the City has the beneficiary intake complete that would allow repairs to be completed as well as the necessary draws by the April 30, 2017 deadline.

**Recommendation**

<b>Project Name</b>	City of Richmond
<b>IHCDA Per Unit Subsidy (Rehabilitation, Relocation, Program Delivery):</b>	\$25,000
<b>CDBG Amount Recommended:</b>	\$100,000
<b>Per Unit Subsidy:</b>	\$25,000
<b>Total Project Costs:</b>	\$100,000
<b>Location:</b>	Richmond, Wayne County
<b>Activity:</b>	Owner-Occupied Rehabilitation
<b>Award Type:</b>	CDBG Grant

Following discussion, a motion was made by Andy Place to approve the allocation of a CDBG grant to the City of Richmond, in an amount not to exceed \$100,000, as recommended by staff, which was seconded by Scenario Adebesin; the motion passed unanimously:

**RESOLVED**, that the Board approve the allocation of a CDBG grant to the City of Richmond, in an amount not to exceed \$100,000, as recommended by staff.

**C. HOME Community Housing Development Organization Predevelopment Loan**

Chairman Wuellner recognized Drew Rosenbarger who presented a recommendation regarding HOME Community Housing Development Organization Predevelopment Loan.

**Background**

The Home Investment Partnerships Program (HOME) funding can be used to develop affordable housing for low to moderate income households. HOME provides funding for new construction and rehabilitation of homebuyer and rental projects and can also be used for predevelopment activities of Community Housing Development Organizations (CHDOs). CHDOs are IHCDCA-certified not-for-profit housing organizations that meet HOME regulations related to CHDOs. The HOME regulations define two types of predevelopment loans available to CHDOs:

1. Site Control – used when the site has not been acquired to assist CHDOs in the early stages of development; and
2. Seed Money – to be accessed once the site has been acquired to cover preconstruction costs.

The maximum amount that any eligible CHDO may request for either loan type is \$30,000.

**Process**

The IHCDCA Real Estate Department accepts applications for the CHDO Predevelopment Loan Fund on a rolling basis until these funds set aside for CHDO activities have been expended. Staff reviews each request for funding to ensure the proposed costs are eligible under the HOME regulations and to ensure the organization meets the federal definition of a CHDO.

**Project Summary**

Four Rivers Resource Services, Inc. is requesting a \$30,000 Site Control Loan (Loan) to determine the feasibility of Lyons Apartments. Lyons Apartments is a potential seven unit rental rehabilitation project, located at 195 East Broad Street, Lyons, Greene County, Indiana. The use of the Loan includes: architectural or engineering fees, market study, legal fees, title clearance, and appraisals.

The interest rate on the loan is 0% with a repayment term of 24 months. The Loan may be repaid from a construction loan or other project income. Pursuant to HOME guidelines, , the loan repayment may be waived in whole, or in part, if there are impediments to project development which IHCDCA determines are reasonably beyond the control of the CHDO.

<b>Project Name:</b>	Lyons Apartments
<b>IHCDCA Amount Requested:</b>	\$30,000
<b>HOME Amount Recommended:</b>	\$30,000
<b>Location:</b>	195 East Broad Street, Lyons, Greene County
<b>Applicant:</b>	Four Rivers Resource Services, Inc.
<b>Activity:</b>	Site Control Loan for Rental Rehabilitation
<b>Award Type:</b>	HOME Loan
<b>Repayment:</b>	0% interest rate, 24 month term. Repaid from construction loan or other project income.

Following discussion, a motion was made by Scenario Adebessin to approve HOME funding in the form of a Site Control Loan to Four Rivers Resource Services, Inc. in an amount not to exceed \$30,000 for predevelopment activities related to determining the feasibility of the Lyons Apartments project, as recommended by staff, which was seconded by Kelly Mitchell; the motion passed unanimously:

**RESOLVED**, that the Board approve HOME funding in the form of a Site Control Loan to Four Rivers Resource Services, Inc. in an amount not to exceed \$30,000 for predevelopment activities related to determining the feasibility of the Lyons Apartments project, as recommended by staff.

### **III. Community Programs**

#### **A. Housing Choice Voucher Annual Plan Submission**

Chairman Wuellner recognized Greg Stocking who presented a recommendation regarding Housing Choice Voucher Annual Plan Submission.

##### **Background**

IHCDA administers the Section 8 Housing Choice Voucher Program (HCV) in counties in Indiana that are outside of the jurisdiction of metropolitan and county public housing authorities (PHA). As a PHA, IHCDA must maintain a comprehensive guide to public housing agency policies, programs, operations, and strategies for meeting the housing needs and goals of its jurisdiction. There are two parts to this PHA Plan: 1) the Five-Year Plan, which each PHA submits to HUD once every fifth PHA fiscal year, and 2) the Annual Plan, which is submitted to HUD every year. The Board approved the Five-Year Plan at its September 25, 2014 meeting.

##### **Process**

The PHA Plan process was established by section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.). The PHA Annual Plan describes the agency's policies and procedures and must be reviewed each year. HUD requires that the plan be posted for a public comment period of no less than 45 days. This year's public comment period began on August 3, 2016 and concluded on September 17, 2016.

Beyond the required public comment period, program staff made efforts to engage internal stakeholders within IHCDA and the Local Subcontracting Agencies (LSAs) that administer the program on behalf of IHCDA across the state. IHCDA engaged LSAs by conducting focus groups, pilot programs, and one-on-one listening sessions. A complete copy of the Annual Plan is available at <http://www.in.gov/ihcda/2333.htm#2016> Annual Plan Open for Public Comment.

Changes proposed to the Annual Plan are detailed in **Exhibit A** which is attached hereto.

IHCDA has prepared its Annual Plan for submission on or before October 15, 2016. The submission includes:

- Form HUD -50077;
- Form HUD -50077-SL; and
- Form HUD -50077-CR.

These documents are attached hereto in **Exhibit B**.

Following discussion, a motion was made by Scenario Adebessin to approve the 2017 Housing Choice Voucher Annual Plan, as recommended by staff, which was seconded by Cullen Cochran; the motion passed unanimously:

**RESOLVED**, that the Board approve the 2017 Housing Choice Voucher Annual Plan, as recommended by staff.

#### **IV. Finance**

##### **A. EV Bloomington Limited Partnership Bond Recommendation**

Chairman Wuellner recognized Kristen Davis who presented a recommendation regarding EV Bloomington Limited Partnership Bond Recommendation.

##### **Background**

The purpose of this memo and the attached resolution is to request the approval for the issuance of the Series 2016 Multifamily Housing Revenue Notes (EV Bloomington Limited Partnership Project) (the "Bonds").

##### **Process**

The Bonds will be issued on behalf of EV Bloomington, L.P., an Indiana limited partnership (the "Borrower"). The Indiana Housing and Community Development Authority (the "Authority") will serve as a conduit issuer for the Bonds; thereby, loaning the proceeds to the Borrower to finance the construction of a residential rental development. **The Bonds are backed solely by the revenues derived from the development and will not constitute a debt, liability, or obligation of the Authority or the State of Indiana.**

EV Bloomington Project will be a 115-unit affordable living multi-family housing complex, located at 3607 South Heirloom Drive, Bloomington, Indiana (the "Project"). With the Authority serving as the issuer of the bonds, an additional approval by the Board, in addition to the approval of the allocation of tax credits and bond volume is necessary. The resolution also authorizes a refunding of the Bonds following the placed in service date of the Project.

##### **Recommendation**

Staff recommends the Board to approve issuance of the Series 2016 Multifamily Housing Revenue Notes (EV Bloomington Project) pursuant to the Resolution attached hereto as **Exhibit C**.

Following discussion, a motion was made by Cullen Cochran to approve the Series 2016 Multifamily Housing Revenue Notes (EV Bloomington Project), pursuant to the Resolution attached hereto as Exhibit C, as recommended by staff, which was seconded by Kelly Mitchell; the motion passed unanimously:

**RESOLVED**, that the Board approve the Series 2016 Multifamily Housing Revenue Notes (EV Bloomington Project), pursuant to the Resolution attached hereto as Exhibit C, as recommended by staff.

#### **V. Asset Preservation**

##### **A. Asset Preservation Update**

Chairman Wuellner recognized Mark Neyland who presented an update regarding Asset Preservation.

No action was required as this was an update to the Board.

##### **B. Recommendation for Establishment of New Eligibility Criteria**

Chairman Wuellner recognized Rayanna Binder who presented a recommendation regarding Recommendation for Establishment of New Eligibility Criteria.

##### **Background**

Approximately \$1,400,000 in Blight Elimination Program (BEP) funds have become available from Divisions Four, Five, and Six. In order to allocate these funds in the most efficient manner and provide the biggest impact, staff recommends re-allocating these funds to recipients who have demonstrated significant progress and mastery of the BEP by meeting the criteria listed below in Table A.

### **Process**

In order to determine which communities should be eligible to receive these re-allocated funds (Funds), staff released a survey to all BEP recipients that contained 10 questions that were used to determine the criteria set forth in TABLE A. The ten questions are as follows:

1. Has the community met their milestones?
2. If not, has the community made significant progress as demonstrated by the monthly reports?
3. Were waivers submitted with a high accuracy?
4. Does the community have properties in its demolition pipeline?
5. Has the community already identified additional properties?
6. Is the accuracy of claims filed high?
7. Is the number of greening forms on file proportionate to the number of demolitions reported?
8. Did the community utilize unique, cost-saving strategies to complete its project?
9. Has the community filed its monthly and quarterly reports in a timely fashion?
10. Did the community have a diverse, wide-range of end-uses?

Respondents also were given the ability to suggest additional criteria for consideration and to leave additional comments about the BEP or proposed procedures for receiving additional funds.

### **Survey Results**

There are 62 BEP recipients still actively participating in the BEP. IHCD received responses from 21 communities and analyzed the results of the survey on August 15, 2016. The following criteria were ranked from best to worst with 1 being the best and 10 being the worst. The results are listed below:

<b>Table A</b>	
<b>Criteria Ranked by Survey Respondents</b>	
1.	Significant Progress Made
2.	Milestones Met
3.	Properties in Demolition Pipeline
4.	Additional Properties Already Identified
5.	Accuracy of Claims Submitted
6.	Low Quantity/High Accuracy of Waivers Submitted
7.	Timeliness of Monthly & Quarterly Reported
8.	Percentage of Greening Forms on File
9.	Use of Unique, Cost-Saving Strategies
10.	Diversity of End-Uses

Some of the additional criteria that respondents suggested included: overall need in the community, number of program partners already identified/approved, availability of match money, ability to overcome obstacles, use of sustainable demolition practices (salvage/deconstruction), and redevelopment plans and progress. There was no ranking assigned to the additional criteria respondents provided.

### **Evaluation Methods**

Based on the survey responses received, staff compiled a list of six criteria that an applicant should meet in order to be eligible for the Funds. These six criteria are as follows:

1. Existing milestones have been met (if met, skip Criterion #2);
2. If milestones have not been met, the recipient has demonstrated significant progress;
3. Additional properties and potential program partners have been identified;
4. Monthly and quarterly reports are filed regularly and on time;
5. At least 85% of greening forms for all completed demos are filed and approved; and
6. Claims submission approval rate is 70% or higher.

In order to create a fair and objective method for evaluating the applicants, a new Progress Evaluation Matrix (PEM) was created to evaluate these six criteria and allow applicants to evaluate their progress. Copies of the instruction sheet and PEM are attached hereto as **Exhibit D** and **Exhibit E**, respectively. When an applicant

believes it has met a criterion, it may receive two points; if it has not met a criterion it should receive zero points. Each applicant could potentially obtain a score of ten if it is able to meet all of the criteria, each applicant may also receive an additional three points based on its submission of the narrative, which is optional. The PEM specifies that applicants must meet a minimum score of eight points in order to be considered eligible.

In addition to completing the PEM, each applicant would also be required to submit the following supporting documentation to substantiate its self-score:

1. A cover letter, signed in ink by a representative of the community that contains the following information:
  - a. The applicant's name and most recent BEP award number;
  - b. The round for which the recipient is seeking additional funding;
  - c. The applicant's point of contact;
  - d. The dollar amount of additional funds the applicant is seeking; and
  - e. The number of potential properties the applicant intends to add.
2. A list of potential property addresses that the applicant intends to add;
3. A list of potential program partner(s) and their letter(s) of intent (if any);
4. A copy of their most recent monthly report; and
5. Optional: A narrative that address the three point scoring bonus available through the PEM.

Pending Board approval, a notice shall be provided to all BEP Recipients notifying each of its opportunity to apply for additional funding, and providing each with the PEM and instruction sheet. BEP Recipients that desire to receive additional funding will be eligible to apply only for the amount of re-allocated funding that is available within their designated Division. PEMs and supporting documents will be reviewed by BEP Staff and funding recommendations will be presented to the Board.

Following discussion, a motion was made by Andy Place to approve the process to solicit and evaluate applications for Blight Elimination Program funds, as recommended by staff, which was seconded by Kelly Mitchell; the motion passed unanimously:

**RESOLVED**, that the Board approve the process to solicit and evaluate applications for Blight Elimination Program funds, as recommended by staff.

## **VI. Executive**

### **A. Executive Update**

Chairman Wuellner recognized Jacob Sipe who presented an Executive Update.

#### **Chief Financial Officer**

Jacob informed the Board that a candidate has been identified to fill the CFO position. As of today's meeting, the State Personnel Department was vetting the candidate who will be in place before the end of October.

#### **Moving Forward**

Jacob stated there would be memos coming before the Board in October or November regarding Moving Forward project cities: Bloomington and Fort Wayne. Pedcor is the developer for the Bloomington Project and BWI in Fort Wayne.

#### **Moving Forward 2.0**

The Moving Forward 2.0 awardees were announced at the Awards Luncheon at the Indiana Housing Conference in September. The awardees were Community Action of Greater Indianapolis, Inc. and Area IV Agency on Aging and Community Action Programs, Inc. with their project cities being Indianapolis and Lafayette, respectively. A two day workshop, which will include experts on multiple areas, will be held in October.

#### **East Chicago Housing Authority**

In follow up to last month's Board update, Jacob informed the Board that Housing Choice Voucher program personnel from IHCD have begun providing administrative assistance to the East Chicago Housing Authority (the ECHA) to aid 180 displaced families in finding new residences. There has been a positive response from ECHA

and its staff are thankful to IHCD and HUD for all of the support offered. There will be an engagement on October 5<sup>th</sup> which will include property managers and landlords to align families with properties that have availability.

No action was required as this was an update to the Board.

**VII. Other Business**

There being no further business a motion was made by Scenario Adebisin to adjourn the meeting, which was passed unanimously. The meeting was adjourned at 11:00 a.m.

Respectfully submitted,



---

Mark J. Wuellner as designee of  
Lieutenant Governor, Eric Holcomb

ATTEST:



---

J. Jacob Sipe  
Executive Director for IHCD

## EXHIBIT A

Page Number	Description
4-82	<b>Local Preferences – 24 CFR 983.251(d)</b> The preference category of “Existing Applicant” was removed. This preference was for people who applied for the program prior to 6/1/2007, and had not yet been pulled from the waiting list. Program staff determined that no one on the waiting lists met this criteria.
5-3	<b>Oral Briefings – 24 CFR 982.301</b> HUD now requires PHAs to make more effort in explaining the portability process and how it could impact the household’s assistance through screening, subsidy standards, and payment standards. IHCDAs has always explained this process at briefings, and now HUD requires it. There have also been updates to the information PHAs are required to discuss.
6-1	<b>Suspension of Voucher Term - 24 CFR 982.303(c)</b> PHAs are now required to provide for the suspension of the initial or any extended term of the voucher from the date the household submits a request for tenancy approval to the date the PHA notifies the household of approval or denial. Also known as “tolling”.
6-13	<b>HUD Streamlining Final Rule – PIH Notice 2016-05</b> Income determination for any fixed source of income, even if a person or family with a fixed source of income also has a non-fixed source of income, and requires that a full reexamination and redetermination of income must be performed every three years.  Revises the earned income disallowance (EID) so that the benefit now applies for a straight 24-month period and PHAs are no longer obligated to track the number of months due to employment starts and stops.  Authorizes PHAs to obtain third-party documentation of assets under \$5,000 every three years.
6-15	
6-19	
8-13	<b>Biennial HQS Inspections - 24 CFR 982.405</b> Based on HUD approval, IHCDAs now offers LSAs the option to conduct biennial HQS inspections for qualifying units. Before, each unit on the program was required to be inspected annually. Now, a unit may be inspected biennially, if it has passed the prior two annual inspections without failures.
16-37	<b>Record Retention - 24 CFR 5.514(h)</b> The record retention requirements were clarified and updated to meet HUD requirements. The broad requirement of 10 years does not align with HUD guidance.

## **EXHIBIT B**

The following HUD forms are attached:

- HUD Form 50077-SL Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan
- HUD Form 50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations
- HUD Form 50077-CR Civil Rights Certification

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Eric Holcomb the Lt. Governor / Board Chair certify that the Five Year and  
Annual PHA Plan of the Indiana Housing & Community Development Authority is consistent with the Consolidated Plan of  
State of Indiana prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

<b>PHA Certifications of Compliance with PHA Plans and Related Regulations</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011</b>
--	---

---

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or ☒ Annual PHA Plan for the PHA fiscal year beginning 1/1/17, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Indiana Housing and Community Development Authority

IN901

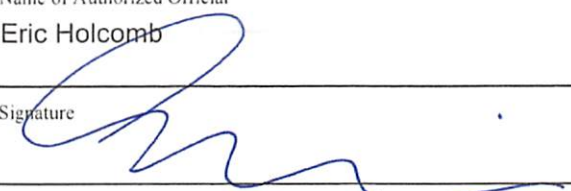
PHA Name

PHA Number/HA Code

\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_ - 20\_\_\_\_

☒ Annual PHA Plan for Fiscal Years 2017 - 2017

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Eric Holcomb	Title Lt. Governor / Board Chair
Signature 	Date

## Civil Rights Certification

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

### Civil Rights Certification

#### Annual Certification and Board Resolution

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

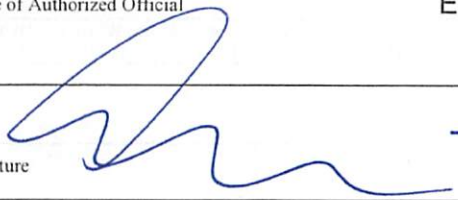
The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Indiana Housing And Community Development Authority

IN901

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official	Eric Holcomb
Title	Lt. Governor / Board Chair
Signature	
Date	

**RESOLUTION OF THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT  
AUTHORITY CONCERNING THE ISSUANCE OF INDIANA HOUSING AND  
COMMUNITY DEVELOPMENT AUTHORITY MULTIFAMILY HOUSING REVENUE  
BONDS, SERIES 2016 (EVERGREEN APARTMENTS PROJECT)**

WHEREAS, the Indiana Housing and Community Development Authority (the "Authority") is a public body corporate and politic of the State of Indiana (the "State"), created and existing under the authority of Title 5, Article 20, Chapter 1, of the Indiana Code, as amended (the "Act"). The Indiana General Assembly in 1978 found and declared to be a matter of legislative determination and made further findings that (i) there has existed in the State a need for safe and sanitary residential housing within the financial means of low and moderate income persons and families, a need which if unmet, is a threat to the health, safety, morals, and welfare of State residents and which will require an excessive expenditure of public funds for the social problems thus created; (ii) private enterprise and investment is more adequately able to produce the needed construction of decent, safe, and sanitary residential housing at prices or rentals which persons and families of low and moderate income can afford, or to achieve the urgently needed rehabilitation of much of the present low and moderate income housing; (iii) the provision of decent, safe, and sanitary housing for persons and families of low and moderate income who would otherwise be unable to obtain adequate housing at costs they could afford is a valid public purpose for which public moneys may be spent; and (iv) the provision of money for mortgage loans through the issuance of mortgage-backed bonds, notes, or other securities will assist in meeting the needs identified in the Act; and

WHEREAS, in a case challenging the constitutionality of the Act, the State Supreme Court has determined that the Act comports with the constitution of both the State and the United States of America and that the financing of housing for persons and families of low and moderate income pursuant to the Act is a valid and constitutional public purpose; and

WHEREAS, pursuant to the Act, the Authority has all the powers necessary or convenient to make or participate in the making of construction loans to sponsors of multiple family residential housing; and

WHEREAS, EV Bloomington Limited Partnership, an Indiana limited partnership (the "Borrower") submitted application materials and other information to the Authority and has requested that the Authority make a loan to the Borrower (the "Loan") through the issuance of revenue bonds to assist in the financing of the acquisition, construction, improvement and equipping of a 115-unit residential rental development including functionally related and subordinate facilities, located at 3607 S. Heirloom Drive, in the City of Bloomington, Indiana (the "Project"); and

WHEREAS, the Act specifically empowers the Authority to issue revenue bonds and make loans of the proceeds thereof in order to carry out and effectuate its purposes, the payment of principal of and interest on such revenue bonds to be paid solely from the revenues derived from operations and loan repayments of a development and in no manner from the general funds of the Authority; and

{00025767-1}

**WHEREAS, the Authority staff has reviewed the application materials and other information submitted by the Borrower and has made a recommendation to the Executive Director and a determination that the Project is eligible for financing with a Loan; and**

**WHEREAS, the Authority staff has completed its review of the Project and the Executive Director, based upon the Authority staff analysis, has recommended that the Authority make a Loan to the Borrower with respect to the Project; and**

**WHEREAS, the Authority has reviewed the Authority staff analysis and recommendation of the Executive Director and has determined that the Project meets the requirements of the Act and the rules and regulations of the Authority; and**

**WHEREAS, the Authority has determined to issue its revenue bonds to assist in financing the Project, which revenue bonds will not constitute a debt, liability or obligation of the State of Indiana or the Authority or a pledge of the faith and credit of the State of Indiana or the Authority, but shall be payable solely from the revenues of the Project and loan repayments made to the Authority by the Borrower;**

**NOW, THEREFORE, BE IT RESOLVED BY THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY THAT:**

**1. The legislative findings of the Indiana General Assembly itemized in IC 5-20-1-1, Section 1 of the Act hereby are ratified and confirmed and it is specifically found that:**

**(a) there continues to exist in the State a need for safe and sanitary residential housing within the financial means of low and moderate income persons and families, a need which if unmet is a threat to the health, safety, morals and welfare of Indiana residents and which will require an excessive expenditure of public funds for social programs thus created;**

**(b) private enterprise and investment continue to be able to more adequately produce the needed construction of adequate safe and sanitary residential housing at prices which persons and families of low and moderate income can afford or to achieve the urgently needed rehabilitation of the present low and moderate income housing, and that private enterprise and investment be encouraged to sponsor, build and rehabilitate residential housing for such persons and families;**

**(c) the provision of decent, safe and sanitary housing for persons and families of low and moderate income who would otherwise be unable to obtain adequate housing at a cost they could afford continues to be a valid purpose for which public moneys may be spent; and**

**(d) there exists a need in the State to stimulate the residential housing industry.**

**2. The Authority hereby makes the following additional findings and determinations in connection with the Loan to be made by the Authority with proceeds of the Bonds to assist in the financing of the Project:**

**(a) The Loan to the Borrower pursuant to the Loan Agreement (as defined herein) accomplishes the purposes of the Authority by permitting the Borrower to provide decent, safe**

and sanitary housing for persons and families of low and moderate income who would otherwise be unable to obtain adequate housing at a cost they could afford;

(b) Based upon representations made and information presented by the Borrower:

(i) There exists a need for continued safe and sanitary housing within the financial means of persons and families of low and moderate income and within the general housing market area to be served by the proposed Project;

(ii) The financing of the Project will assist private enterprise and investment in providing decent, safe, and sanitary residential housing at rentals which persons of low and moderate income can afford;

(iii) The Borrower will supply well-planned, well-designed residential housing for persons of low and moderate income;

(iv) The Borrower is financially responsible; and

(v) The proposed Project will be of public use and will provide a public benefit.

3. The issuance and sale by the Authority of its Multifamily Housing Revenue Bonds in one or more series and the use of the funds therefrom to make a Loan to the Borrower to finance a portion of the costs of the Project in accordance with the Act are hereby determined to be consistent in all respects with the purposes for which the Authority was created and exists.

4. The Authority hereby authorizes the making of a Loan to the Borrower with proceeds of the Bonds (as defined herein) with respect to the Project. The Loan Agreement shall include conditions requiring the Borrower to comply with all provisions of the Act and the rules and regulations of the Authority and any other requirements deemed necessary or appropriate by the Executive Director and the Authority staff. The interest rate with respect to the Loan, the estimated total development cost of the Project and the initial principal amount of the Loan, together with terms and conditions applicable to any equity contribution by the Borrower, assurances of successful completion and operational stability of the Project, procedures for the determination of the total development costs and the final principal amount of the Loan, the term and amortization requirements of the Loan, related matters and terms and conditions shall be as set forth in the Loan Agreement and the Indenture (each as hereinafter defined).

5. To further the purposes of the Authority under the Act, the Authority hereby authorizes and ratifies: (i) the issuance of its Multifamily Housing Revenue Bonds, Series 2016 (Evergreen Apartments Project) in one or more series in an aggregate principal amount not to exceed Eighteen Million Dollars (\$18,000,000) (the "Bonds"), issued as variable rate or fixed rate bonds, as determined by an Authorized Officer (as defined herein), bearing interest at a rate not to exceed 8% and maturing no later than fifty (50) years from the date of issue, issued pursuant to the terms of a Trust Indenture (the "Indenture"); (ii) the placement of the Bonds with an institutional accredited investor or a qualified institutional buyer pursuant to a Preliminary Limited Offering Memorandum (the "Preliminary Offering Memorandum"); (iii) the loan of the proceeds of the Bonds by the Authority to the Borrower pursuant to the terms of a Loan

{00025767-1}

- 3 -

Agreement, between the Authority and the Borrower (the "Loan Agreement"); (iv) the sale and delivery of the Bonds pursuant to a Purchase Contract (the "Bond Purchase Agreement"), among the Authority, the Borrower and the initial purchasers of the Bonds; (v) the regulation of the Project pursuant to the Regulatory Agreement, among the Authority, the Trustee and the Borrower (the "Regulatory Agreement"); (vi) the loan of the proceeds of the Authority to the Borrower pursuant to a Construction Loan Agreement (the "Construction Loan Agreement"); and (vii) the use of the proceeds received from the sale of the Bonds in accordance with the terms of the Indenture and the Loan Agreement and in accordance with the Act and the applicable provisions of the Internal Revenue Code of 1986, as amended (the "Code").

6. The Authority hereby approves the use of the Indenture, the Loan Agreement, the Preliminary Offering Memorandum, the Bond Purchase Agreement and the Regulatory Agreement (all such foregoing documents referred to collectively as the "Bond Documents") substantially in the same form presented to this meeting, with such changes or modifications as the officer executing the same may approve with the advice of counsel, such approval to be conclusively evidenced by the execution thereof. The Authority hereby authorizes the Chairman, the Executive Director and the Chief Financial Officer (the "Authorized Officers"), or any one of them individually, with the advice of counsel to the Authority, to execute and deliver the Bond Documents to which they are a party with such changes in form or substance as may be necessary or appropriate to accomplish the purposes of this Resolution as shall be approved by the Authorized Officers, such approvals to be conclusively evidenced by the execution thereof or certification as applicable, and to take such further actions necessary or appropriate to approve the sale and issuance of the Bonds, such approvals to be conclusively evidenced by their execution of the Bonds.

7. The Authority hereby delegates to the Authorized Officers the authority to execute and deliver the Bond Documents provided that any of the Authorized Officers acting alone is authorized and has full power to execute and deliver the Bond Documents, as appropriate, and hereby authorizes the Authorized Officers to take such further actions necessary and appropriate to approve the sale and issuance of the Bonds.


8. The Authorized Officers are each authorized to execute such other documents and to take any and all other actions on behalf of the Authority as may be necessary or appropriate to carry out and implement the purposes of this Resolution, including the execution and delivery of any certificates or other agreements in connection therewith. The Chairman and the Executive Director are hereby authorized to execute and deliver the Bonds by manual or facsimile signature pursuant to the Indenture and to direct the Trustee thereunder to authenticate the Bonds, and to contract for a book-entry-only registration system for all or any portion of the Bonds.

9. The Authority hereby agrees to cooperate with the Borrower in establishing documentation sufficient to provide for post-issuance compliance with respect to the Bonds under the Code and the regulations promulgated thereunder. Any one of the Authorized Officers is hereby specifically authorized and empowered to execute and deliver such certificates and enter into such agreements concerning such post-issuance compliance.

\* \* \* \* \*

APPROVED AND ADOPTED this 22<sup>nd</sup> day of September 2016, in Indianapolis, Indiana.

INDIANA HOUSING AND COMMUNITY  
DEVELOPMENT AUTHORITY

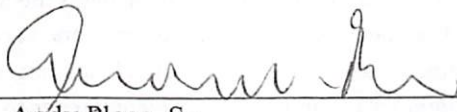
By:   
Eric Holcomb, Chair, or his designee


By:   
Kelly Mitchell, Vice Chair, or her designee

By:   
Dan Huges, Public Finance Director of the State of  
Indiana, or his designee

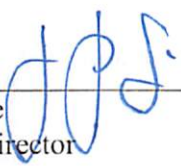
By: \_\_\_\_\_  
Thomas K. McGowan

By: \_\_\_\_\_  
David Miller

By:   
Andy Place, Sr.

By:   
Scenario Adebesin

ATTEST:

By:   
J. Jacob Sipe  
Executive Director

## EXHIBIT D



**To:** BEP Recipients (Divisions 4, 5, and 6)  
**From:** Department of Asset Preservation  
**Subject:** Application Process for Receipt of Additional Funds  
**Date:** September 30, 2016

**BEP Notice 16-\*\***

### INSTRUCTIONS TO RECIPIENTS APPLYING FOR THE RECEIPT OF RE-ALLOCATED BEP FUNDS

Approximately \$1,400,000 in Blight Elimination Program (BEP) Funds from Divisions Four, Five, and Six have become available for re-allocation to successfully participating BEP Recipients. Any recipient from either Round 1 or 2, Divisions 4, 5, and 6 may apply for additional funding.

At this time, only Divisions 4, 5, and 6 Recipients may apply. Recipients seeking additional funding should follow the instructions provided in this Notice. Should no recipient from the specified divisions apply or be awarded funding, a new application round will open up to all BEP Recipients. Additional information concerning the submission and approval of specific properties will be made available after eligible communities are applied and are referred to the IHCDA Board for approval.

Recipients who intend to apply for additional funding should complete the following:

- 1) A letter of intent, signed in ink by a representative of the community, that contains the following:
  - a. The Recipient name and award number;
  - b. The Round for which the recipient is seeking additional funding;
  - c. The Recipient's point of contact;
  - d. The dollar number of additional funds the Recipient is seeking; and
  - e. The number of potential properties the Recipient intends to add.
- 2) A completed Progress Evaluation Matrix (additional instructions attached)
- 3) A list of potential properties the recipient intends to add
- 4) A list of potential Program Partners and any letters of intent from said Program Partners
- 5) A copy of your most recent monthly report
- 6) Optional: A narrative that address the three points listed at the end of the Progress Evaluation Matrix

Please note, IHCDA requires original, ink-signature copies for documents including, but not limited to, letters of intent, the Progress Evaluation Matrix (PEM), correspondence from Program Partners, Waiver Forms, Program Partner Agreements, etc. All require documentation should be mailed to IHCDA at the following address:

Indiana Housing & Community Development Authority  
30 South Meridian Street, Suite 1000  
Indianapolis, Indiana 46204  
Attn: Blight Elimination Program

Initial application packets should be postmarked no later than Monday, October 31, 2016. Any packets submitted postmarked after October 31, 2016, will not be considered. Failure to provide IHCDA with the requested documentation may result in denial of your request for additional funding.

Questions should be directed to Rayanna Binder at 317-373-7885 or [rbinder@ihcda.in.gov](mailto:rbinder@ihcda.in.gov).



**ADDRESS** 30 South Meridian Street, Suite 1000, Indianapolis, IN 46204  
**PHONE** 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** [www.ihcda.IN.gov](http://www.ihcda.IN.gov)

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana  
Lieutenant Governor  
Eric Holcomb



## How to Fill Out the Progress Evaluation Matrix (PEM)

The Progress Evaluation Matrix (PEM) is a rubric which allows Recipients to score their current progress on the Blight Elimination Program. Recipients who intend to apply for additional funding should complete one PEM and submit it with their letter of intent and all other requested documentation.

### PROGRESS EVALUATION MATRIX

*Drafted August 22, 2016*

Recipient Name \_\_\_\_\_

Recipient Award # \_\_\_\_\_

Individual Completing Matrix \_\_\_\_\_

Date Matrix Completed \_\_\_\_\_

Instructions: For each criterion that the recipient has met, score two (2) points. Any criteria that a recipient has not met should score zero (0) points. Recipient must meet a minimum required score of eight (8) points to be considered for the receipt of additional funds. Any recipient that does not meet the minimum score will not be considered.

Points Scored	Two Points	Zero Points
	<b>Milestone Deadlines</b> The Recipient has met or exceeded its first milestone on or before November 1, 2016. (If milestone met, skip to Question 6)	The Recipient has not met its first milestone. (If milestone is not met, go to Question 2)
	<b>Significant Progress</b> The first milestone has not been met, but the Recipient has demonstrated significant progress.	The first milestone has not been met and the Recipient has not demonstrated significant progress.
	<b>Additional Properties Identified</b> Additional properties have been identified and have program partners willing to participate.	Additional properties have not yet been identified and/or potential program partners have not been identified.
	<b>Timeliness of Monthly &amp; Quarterly Reporting</b> The Recipient has consistently filed its monthly and quarterly reports in a timely manner.	The Recipient has been inconsistent in filing its monthly and quarterly reports AND/OR not all reports are current.
	<b>Growing Farms Current and On File</b> The Recipient has at least 80% of growing farms for all demolished properties filed AND approved.	The Recipient has less than 80% of growing farms for all demolished properties on file.
	<b>Accuracy of Claims</b> The Recipient has submitted claims with at least a 70% claim approval rating or higher.	The Recipient has a low claim approval rating (rating of less than 70%).

**Total Score** \_\_\_\_\_

Recipients seeking additional points for their application should attach a narrative to this matrix which outlines the following: any cost saving strategies/overhead implemented to bring down costs, identity of or unique nature of end users implemented, and the overall benefit the program has had on the community. Recipients can receive up to three (3) additional points towards the total score.

Go on to Page 2 ➔

### Affirmation Statement

I, \_\_\_\_\_, hereby affirm that the \_\_\_\_\_ (Municipality) has met the criteria for which I have scored points. I further affirm that the information contained within this matrix and its accompanying documents has not been knowingly falsified, and is true to the best of my knowledge.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE!  
FOR STATE USE ONLY

<b>Milestone Deadlines</b>	<b>Points Awarded</b>
1) Date of Recipient's First Milestone	_____
2) Percentage of total demolitions completed	_____
3) Milestone Met?	_____
<b>Significant Progress</b>	<b>Points Awarded</b>
1) Percentage of Property Change in 2016 (from March to August)	_____
2) Significant Progress Demonstrated?	_____
<b>Identification of Additional Properties/Program Partners</b>	<b>Points Awarded</b>
1) Is property list of potential properties attached?	_____
2) Are potential program partners listed in property list?	_____
3) Are letters from potential PPs attached?	_____
<b>Timeliness of Monthly &amp; Quarterly Reporting</b>	<b>Points Awarded</b>
1) Are all reports current and on file with IHCD?	_____
2) Has the Recipient regularly filed reports on time?	_____
<b>Growing Farms Submissions</b>	<b>Points Awarded</b>
1) Total number of properties demolished	_____
2) Total number of approved growing farms on file	_____
<b>Accuracy of Claims Submitted</b>	<b>Points Awarded</b>
1) Was the Recipient submitted claims successfully?	_____
2) Percentage of claims filed successfully (accuracy rate)	_____
<b>Narrative Review</b>	<b>Points Awarded</b>
1) Narrative attached?	_____
2) How many points does the narrative address?	_____
<b>TOTAL SCORE</b>	_____

Staff Member Who Reviewed the Matrix \_\_\_\_\_ Date of Review \_\_\_\_\_

Staff Signature \_\_\_\_\_

The PEM is broken out like the Site Evaluation Matrix. There are six criteria for which recipients can score points. A Recipient can earn either two (2) points if they have met the criterion, or zero (0) points if they do not meet the criterion. No single or half-points are awarded.

The first column has a space for the recipient to place the number of points scored for that individual criterion. The second column lists the qualifications for meeting the criterion and earning two points. The third column lists the qualifications for not meeting the criterion and earning zero points. For each row, the recipient should score either two (2) or zero (0) points, then add the total of all points scored at the end of the first page where it says "Total Score \_\_\_\_\_".

Recipients who would like to earn additional point may do so by writing a narrative that addresses the three points listed in the PEM. The narrative is optional. Recipients can earn a total of three points to be added to their final score. IHCD will review the narrative and award points based on the recipient's ability to fully answer all three points. The narrative should be attached to the PEM on a separate sheet of paper.

Recipients should be sure to move onto the second page to sign the affirmation statement at the top of Page 2. The affirmation statement includes two blanks. The first blank space is for the name of the individual completing the PEM. The second blank space is for the name of the municipality/community applying. The PEM must be signed in ink by a representative of the community. Do NOT write past the line in the grey box.

The PEM, with all supporting documentation, must be sent to IHCD and postmarked no later than Monday, October 31, 2016. The PEM must be an original. No electronic/photocopies will be accepted under any circumstance.

Questions may be directed to Rayanna Binder at 317-372-7885 or [rbinder@ihcda.in.gov](mailto:rbinder@ihcda.in.gov).

# EXHIBIT E

## PROGRESS EVALUATION MATRIX

*Drafted August 31, 2016*

Recipient Name \_\_\_\_\_

Recipient Award # \_\_\_\_\_

Individual Completing Matrix \_\_\_\_\_

Date Matrix Completed \_\_\_\_\_

**Instructions:** For each criterion that the recipient has met, score two (2) points. Any criteria that a recipient has not met should score zero (0) points. No partial points may be awarded. The Recipient must score either a two (2) or a zero (0) for each criterion. Recipient must meet a minimum required score of eight (8) points to be considered for the receipt of additional funds. Any recipient that does not meet the minimum score will not be considered.

Two Points		Zero Points
Points Scored	Milestone Deadlines	
	The Recipient has met or exceeded its First Milestone on or before November 1, 2016. (If milestone met, skip to Question 3)	The Recipient has not met its First Milestone. (If Milestone is not met, go to Question 2)
Points Scored	Demonstration of Progress	
	The First Milestone has not been met, but the Recipient has demonstrated significant progress.	The First Milestone has not been met and the Recipient has not demonstrated significant progress.
Points Scored	Additional Properties Identified	
	Additional properties have been identified and have program partners willing to participate.	Additional properties have not yet been identified and/or potential program partners have not been identified.
Points Scored	Timeliness of Monthly & Currently Reporting	
	The Recipient has consistently filed its its monthly <u>and</u> quarterly reports in a timely manner.	The Recipient has been delinquent in filing its monthly and quarterly reports AND/OR not all reports are current.
Points Scored	Greening Forms Current and On File	
	The Recipient has at least 85% of greening form for all demolished properties filed AND approved.	The Recipient has less than 85% of greening forms for all demolished properties on file.
Points Scored	Accuracy of Claims	
	The Recipient has submitted claims with at least a 70% claim approval rating or higher.	The Recipient has a low claim approval rating (rating of less than 70%)

**Total Score** \_\_\_\_\_

Recipients seeking additional points for their application should attach a narrative to this matrix which outlines the following: any cost-saving strategies/methods implemented to bring down demolition or other associated BEP costs, diversity of or unique nature of end-uses implemented, and the overall benefit the Recipient's current BEP Project has had on the community. Recipients can receive up to three (3) additional points towards the total score.

**Go on to Page 2 ➔**

## Affirmation Statement

I \_\_\_\_\_, hereby affirm that the \_\_\_\_\_ (Municipality) has met the criteria for which I have scored points. I further affirm that the information contained within this matrix and its accompanying documents has not been knowingly falsified, and is true to the best of my knowledge.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### DO NOT WRITE BELOW THIS LINE! FOR STATE USE ONLY

#### Milestone Deadlines

- 1) Date of Recipient's First Milestone
- 2) Percentage of total demolitions completed
- 3) Milestone Met?

Points Awarded \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Significant Progress

- 1) Percentage of Positive Change ( $\geq 100\%$  from March to August)
- 2) Significant Progress Demonstrated?

Points Awarded \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Identification of Additional Properties/Program Partners

- 1) Is property list of potential properties attached?
- 2) Are potential program partners listed in property list?
- 3) Are letters from potential PPs attached?

Points Awarded \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Timeliness of Monthly & Quarterly Reporting

- 1) Are all reports current and on file with IHCDA?
- 2) Has the Recipient regularly filed reports on time?

Points Awarded \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Greening Forms Submission

- 1) Total number of properties demolished
- 2) Total number of approved greening forms on file

Points Awarded \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Accuracy of Claims Submitted

- 1) Has the Recipient submitted claims successfully?
- 2) Percentage of claims filed successfully (accuracy rate)

Points Awarded \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Narrative Review

- 1) Narrative attached?
- 2) How many points does the narrative address?

Points Awarded \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TOTAL SCORE \_\_\_\_\_

Staff Member Who Reviewed the Matrix \_\_\_\_\_ Date of Review \_\_\_\_\_

Staff Signature \_\_\_\_\_